

80-5

DCI SCHEDULING ITEMDATE RECEIVED: 7 January 1980DATE OF EVENT: Wednesday, 16 Jan 80

## 1. INFORMATION REGARDING THE APPOINTMENT:

SUSPENSE: 9 January 1980

- a. Source: Tel: Ltr Fm: Eleanor Holmes Norton
- b. Type of event: Federal Conference on EEO function.
- c. Special occasion: Keynote Speaker: James McIntyre
- d. Date/Time: 0830-1230, Wednesday, 16 January 1980
- e. Location: \_\_\_\_\_
- f. Significant info: Point of contact: Francesta Farmer, 653-5490

## 2. SCHEDULE:

		<i>16 Jan</i> TO 900 SEC ON DR. 1130 Pres Brief, 1200 Dr. Bzgenadki			
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## 3. RECOMMENDATIONS:

	Schedule	Regret	Remarks
AIDE		<i>[Signature]</i>	
EA			

## 4. DCI DECISION:

a. SCHEDULE \_\_\_\_\_ NO ☒ SEE ME \_\_\_\_\_

b. ADDITIONAL ATTENDEES \_\_\_\_\_

c. PASS TO: DDCI \_\_\_\_\_ D/DCI/IC \_\_\_\_\_ D/DCI/NI \_\_\_\_\_ OTHER \_\_\_\_\_

5. AIDE FINAL ACTION: DCI not attending = Advised Francesta Farmer's office. Copy to E.R. 18 Jan 80

# EXECUTIVE SECRETARIAT (O/DCI)

## Routing Slip

TO:

		ACTION			
1	DCI				
2	DDCI				
3	DD/RE				
4	DD/NFA				
5	DD/CT				
6	DD/A				
7	DD/O				
8	DD/IST				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/PA				
14	D/EEO	✓			
15	D/Per	✓			
16	AS/DCI				
17	C/IPS				
18					
19					
20					
21					
22					

SUSPENSE DATE:

Remarks:

To 14+15: / 16 - *ASAP*  
 + advise DCI on situation



EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
WASHINGTON, D.C. 20506  
January 2, 1980

Executive Registry

80-10014

*rec'd 4 Jan.*

Adm. Stansfield Turner, USN (Retired)  
Director  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Adm. Turner:

The Equal Employment Opportunity is convening a brief but important all-agency conference designed to promote an exchange with federal agencies and to explain our responsibility to eliminate duplication and maximize efficiency in Federal equal employment opportunity programs and activities as required by E.O. 12067. We have invited selected officials and staff from your agency to join with us in discussing the Commission's experience thus far with the coordination function; preliminary findings from the EEOC's government-wide survey and priorities for action; and proposed EEOC initiatives to meet the goals of the Order.

Because of the importance of this work to government-wide efficiency efforts and the unprecedented collaboration it requires among federal agencies, OMB Director, James McIntyre will keynote the conference. Thus, I thought you might be interested in joining us for at least part of the conference if your schedule permits.

Francesta E. Farmer, Director of EEOC's Office of Inter-agency Coordination at 653-5490, can provide your office with further information should you have questions.

Best regards.

Sincerely,

A handwritten signature in cursive script, reading "Eleanor Holmes Norton", is written over a horizontal line.

Eleanor Holmes Norton  
Chair

*16 Jan.*



EQUAL EMPLOYMENT OPPORTUNITY COMMISSION  
WASHINGTON, D. C. 20506

December 31, 1979

OFFICE OF THE CHAIR

TO: Executive and Special Assistants to Agency Heads  
Directors, Agency Offices for Civil Rights and/or  
Equal Employment  
General Counsels or Solicitors  
Directors, Agency Offices for Policy Development  
Selected Agency Staff

FROM: Eleanor Holmes Norton *EHN*  
Chair  
Equal Employment Opportunity Commission

SUBJECT: All Federal - Agency Conference on the Equal  
Employment Opportunity Coordination Function -  
Executive Order 12067

The President's Reorganization Plan No. 1, passed overwhelmingly by the Congress in the Spring of 1978, and E.O. 12067 give the Equal Employment Opportunity Commission responsibility for eliminating duplication and maximizing effort in Federal equal employment opportunity programs and activities. The first year of this important work, which must be done in consultation with affected agencies, is described in the First Annual Report to the President, recently received by your agency. As the Report shows, during the first year the Commission consulted on over 60 issuances, initiated a survey of all Federal equal employment programs and engaged in many other activities required by the Order.

As a part of our effort to review the first year's Federal equal employment coordination experience with other agencies, and to discuss new initiatives for the next year, you are invited to a half-day Federal Agency Conference on Equal Employment Coordination Function on Wednesday, January 16, 1980 at the Department of Commerce Auditorium, 14th Street and Constitution Ave., N.W. Washington, D.C. The Director, Office of Management and Budget, James McIntyre will give the Conference keynote address. The agenda is enclosed.

The goals of E.O. 12067 require sharing, collaboration and coordination on a scale unprecedented in the Federal government. We are, therefore, most interested in your comments and suggestions as we seek to shape a vigorous, efficient and consistent Federal equal employment opportunity effort.

December 31, 1979

Page 2

Please complete the enclosed pre-registration form and return it to Francesta E. Farmer, Director of the Office of Interagency Coordination (OIC), no later than January 8, 1980. Under separate cover, a paper describing the coordination required by E.O. 12067 and most commonly asked questions and answers about the function, will be sent to pre-registered participants so that they will have greater familiarity with the subjects to be discussed at the conference. There is no charge for registration. If you have any questions please call Pat Neigoot of the OIC staff at 653-5490.

*Note*

Enclosure

AGENDA

Federal Conference on the Equal Employment Coordination Function

January 16, 1980

8:30 A.M.	Registration Lobby, Main Commerce Bldg., 14th Street, N.W. Entrance
9:00 A.M.	Welcome and Introduction of Keynote Speaker - Chair Eleanor Holmes Norton
9:15 A.M.	Keynote - James McIntyre, Director Office of Management and Budget
9:45 A.M.	Conference Overview - Francesta E. Farmer, Director Office of Interagency Coordination, Equal Employment Opportunity Commission
10:00 A.M.	Break
10:15 A.M.	Panel Discussion: Explanation of Executive Order 12067 Moderator: Vice Chair, Daniel E. Leach
11:45 A.M.	Questions and Answers - Agency Representatives and Office of Interagency Coordination Management Team
12:30 P.M.	Closing and Remarks

Federal Conference on the Equal Employment Coordination Function

January 16, 1980

Registration Form

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

OFFICE:

☐

Special or Executive Assistant

☐

Office of General Counsel

☐

Civil Rights Office

☐

Policy Development Office

☐

Other (Please Describe)

Have you sent issuances to EEOC for review pursuant to Executive Order 12067?

☐

Yes

☐

No

Do you plan any issuances which will require review pursuant to Executive Order 12067 for FY 80?

☐

Yes

☐

No

Please return Registration Form to:

Pat Neigoot  
Office of Interagency Coordination  
Equal Employment Opportunity Commission  
2401 "E" Street, N. W.  
Room 2534  
Washington, D. C. 20506  
(202) 653-5490